



Policy Impact Assessment (including Equality Impact Assessment)

The purpose of conducting this Policy Impact Assessment is

- to ensure that the activities of the Force when delivering policy, strategy, function or working practice do not have an unjustified and adverse impact on policing minority groups and communities of Devon, Cornwall and Isles of Scilly.
- to ensure that the activities of the Force when delivering policy, strategy, function or working practice does not have an unjustified and adverse impact on its staff, particularly those from minority groups.
- to ensure any new or revised policy, together with its associated **working practices** complies with our obligations, some of which are statutory, in respect of:
 - Reducing Bureaucracy – Section A
 - Freedom of Information – Section B
 - Data Protection – Section C
 - Management of Police Information – Section E
 - Health & Safety/Environmental – Section D
 - Equality and Human Rights Impact (screening decision) – Section F
 - Equality Impact Assessment (full) - Section G

Please complete this form in conjunction with the Force Policy Handbook and assessment guidance notes available on the Force Policy Admin Website or by contacting the Force Policy Admin Team on 22826/22336/22557.

Policy (function/procedure/working practice/strategy) Title and Number	D065 - Police Temporary & GPST Alarm Installation Policy		
Name and contact details of Assessor	Policy Officer, Ext 23642		
Policy Owner (Department)	Local Policing and Partnerships		
Portfolio Owner (COG)	ACC Sharon Taylor		
Date of Assessment	10 March 2014		
Policy Version date (to be completed by Policy Admin)	24 April 2014		
Verified by : (Policy Officer)	Policy Officer		
Associated working practices :	Police Temporary & Global Positioning Satellite Tracker Alarm Installation Working Practice – TP18		
Date submitted to Policy Admin	06/05/2014	Check completed and registered	28/10/2014

- **For the purposes of ease of reference 'Policy' as referred to within this Assessment equates to : Policy/Function/Project/Procedure/Working Practice/Strategy/Step by Step Guidance.**

Reducing Bureaucracy – Section A (to be completed for new policies only)

Please complete in conjunction with the guidance notes

1.1 What has changed or emerged to trigger this new policy and are the objectives of the policy clear and linked with Force Strategy?

Policy is not new. Working practice is new. It has been created in response to the need for more practical guidance in relation to the installation of police temporary and GPS alarms

1.2 Does the new policy impact unnecessarily on any front-line staff. If it does, how?

No

1.3 What is the full impact on implementing this new policy? (eg are new processes required/cost implications/bureaucratic burden/risks involved)

All processes are fully detailed within the policy and working practice documents.

Freedom of Information – Section B

Please complete in conjunction with the guidance notes

2.1 Has the Policy been FOI marked in accordance with the relevant exemptions? (Where a paragraph/section is 'Closed' one or more of the 23 exemptions must be identified and justified – for further details see guidance notes)

Yes

Data Protection – Section C

Please complete in conjunction with the guidance notes

3.1 Does the Policy refer to personal information? (i.e. any information which identifies a living individual)

No

If yes please complete the following :

If No – go to Section D

3.2 Please list the personal information that will be collated? (eg name, dob, address etc)

3.3 How will it be collated? (Where will we get the personal information? the individual?)

3.4 Why is it to be collated and how will it be kept up to date?

3.5 Are the time periods for retention of the personal information defined? (See Policy D32)

NOT PROTECTIVELY MARKED

3.6 Is the process for removal and disposal of the personal information defined?

3.7 Are access controls in place, for the defined personal information, in accordance with the Government Protective Marking Scheme? (ie Not Protectively Marked, Restricted or Confidential) - Please contact the Information Assurance Unit for further guidance. Their contact details can be found on the attached [link](#)

3.8 If personal information is to be routinely disclosed please identify the relevant lawful basis - (please contact the Data Protection Unit for guidance on this issue) Their contact details can be found on the attached [link](#)

Records Management and Management of Police Information – Section D
Please complete in conjunction with the guidance notes

4.1 Will the application of this policy generate information which will be held for policing purpose? ie

- Protecting life and property
- Preserving order
- Preventing the commission of offences
- Bringing offenders to justice
- Any duty or responsibility on the police arising from common or statute law

OR

Does it generate formal records? - If it “comprises sufficient content, context and structure to provide evidence of the activity – that is, it contains information that is worthy of preservation in the short, medium or long term”.

This will mainly incorporate the information held to meet **legal** requirements or information that is required to be maintained for operational and/or business reasons, e.g. MoPI, PACE, HR Records etc. The managers of your specific business function will provide the guidance on what is encompassed in this scope.

If Yes - list the records generated by this Policy :

POLICY PARAGRAPH NUMBER	RECORDS GENERATED	RETENTION PERIOD	AUTHORITY FOR RETENTION
D65, paragraph 3.1.5	Address details stored in Vigilant AMS & Storm Alarm record	As D32	As D32
TP18, paragraph 2.7	Alarm Installation Form and Electrical Risk Assessment Checklist	As D32	As D32
TP18, paragraph 3.1.7, 3.1.9	Storm Alarm Record	As D32	As D32

4.2 Does this policy have any connection with :

- Collection

NOT PROTECTIVELY MARKED

- Recording
- Evaluation and actioning
- Sharing
- Review retention and disposal of information

If No - then this policy does not fall under MoPI requirements - go to Section E

If Yes - does the Policy contain links to documented working practices/guidance covering roles and responsibilities?

Yes. Both the policy and supporting working practice are linked to suitable supporting documentation. In addition, the roles and responsibilities for this area of business are fully documented within the policy and working practice.

Health & Safety/Environmental/Green Agenda – Section E

Please complete in conjunction with the guidance notes

5.1 Does this policy have health and safety implications for the public or for our staff? If yes – are they detailed within a generic risk assessment? (please include GRA reference if a risk assessment has been completed. If not covered by a generic risk assessment – a specific risk assessment should detail any significant risks.)

GRA 532 – Lone Working
GRA 22.07 – Lone Working

5.2 Who has been consulted in respect of health and safety issues? (eg Health & Safety Advisor/Occupational Health/Operations/Federation/Unions)

All GRAs are devised in consultation with the force Health & Safety Unit.

5.3 Has compliance with environmental legislation and the 'green agenda' been considered with respect to this policy?

If so, please provide details
If not, explain why

PTAs and GPST alarms are installed by suitably trained staff only. This ensures that they are correctly fitted, thus not utilising an excessive amount of power.

Equality Impact Screening and Human Rights – Section F

- Initial Impact Screening - decision checklist -

Please complete in conjunction with the guidance notes

(6.1-6.10 - to be completed by Policy Officer/Assessor)

6.1 What is the purpose of the policy?

It is the intention of this policy to detail this Forces position in relation to Police Temporary Alarm (PTA) and GPST (Global Positioning Satellite Tracker) Installation.

6.2 Does the policy contain any potential interference with an individual's rights as set out in the Convention Articles listed within the Human Rights Act?

NOT PROTECTIVELY MARKED

(the articles most likely to impact are listed within the guidance notes at Appendix 'A')

No

6.3 Does the policy contain a statement explaining what the specific legal basis is for any potential interference within the Human Rights Act?

Explain in full (including whether the interference is justifiable, necessary and proportionate)

N/A

6.4 What are the positive/adverse impacts of the implementation of the policy?
Explain in full

The policy, and supporting working practice provide guidance in relation to the fitting and use of PTAs and GPST alarms. PTAs are designed to mitigate risk to vulnerable persons or property.

6.5 Proceeding to full Equality Impact Assessment?

YES	NO
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6.6 Date of screening decision

11th March 2014

6.7 Deadline for completing assessment or proposed deferred date

6.8 **If NOT proceeding to a full Equality Impact Assessment, complete ONE of the following :**

6.8.1 Policy Officer's/Assessor's reasons for deciding there is insufficient resource to proceed (eg insufficient time, staff, competing priorities, etc):

6.8.2 Policy Officer's/Assessor's reasons and evidence why it is not necessary to do an assessment on this policy (eg no adverse equality impacts likely within or between equality groups):

no adverse equality impacts likely within or between equality groups

6.9 **Advice taken?**

6.9.1 Has advice been taken from the Equality & Diversity Department?	YES/NO
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6.9.2 Date advice taken and contact name within E&D Department	Sent to E & D Unit, 11 th March 2014
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6.10 What was the advice provided or reason as to why advice was not sought?

NOT PROTECTIVELY MARKED

There does not appear to be any adverse impacts on an individuals Human Rights or between equality groups.
Corporate E&D 020514

(6.11 - 6.13 to be completed/verified by Departmental Head / Function Owner or appropriate Chief Officer)

6.11 What level of risk would the organisation be exposed to by not proceeding with an assessment?

Reason to support decision :

There is little risk as there does not appear to be any adverse impacts on an individuals Human Rights or between equality groups

6.12 Decision whether to proceed with assessment and supporting comments

Reason to support decision :

Deadline for completing the assessment or deferred proposed	Date
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6.13 Decision approval by Departmental Head / Function Owner or appropriate Chief Officer:

Name:P J Kennedy

Position held:LPP COmmander

Date:06 May 2014

Once completed an electronic copy of this completed form must be sent to Policy Admin